



PERSONS IN AUTHORITY SCREENING CHECK 2024-2025

WHO IS A PERSON IN AUTHORITY?

The following Volleyball BC Membership Categories require the Persons In Authority Check:

- Club Executive / Club Board Member
- Club Staff who register with VBC and any staff listed on a roster for a VBC tournament
- Competitive Coach / Team Staff
- Recreational Coach
- Referee – all levels
- Other Club Personnel / Volunteer - *This category should be used to register any club staff or volunteers involved (in an official capacity) with the organisation of volleyball programs who are not specifically named elsewhere. \$0 to register but individuals must complete all other requirements.*
- Volleyball BC Board, Staff and Contractors

WHAT IS THE PERSON IN AUTHORITY CHECK?

All membership categories that are subject to the Person in Authority Check must complete the following in order to be approved as a member in good standing with Volleyball BC and Volleyball Canada:

- Sterling Background Check** (\$25) – valid for 3 years
- Screening Disclosure Form** (FREE) – completed annually
- Completion of [CAC Safe Sport Module](#)** (FREE) – valid until a new course is created.

HOW DO I COMPLETE THE PERSON IN AUTHORITY CHECK?

- Sterling Background Check** – Connect with your club’s Screening Contact to be invited to create an account with Sterling Solution’s MyBackCheck and to have your results automatically shared with your club and Volleyball BC.
- Screening Disclosure Form** – This will be completed when you register as a member with VBC.
- CAC Safe Sport Module** – This is completed through [The Locker](#) on the Coaching Association of Canada website. **You must enter your NCCP number (from the Coaching Association of Canada) when you complete the Volleyball BC registration form in SportLomo so that we can verify you have completed this.**

KEY DATES

AUGUST 1, 2024 ONWARD	NOVEMBER 1, 2024	DECEMBER 1, 2024
<ul style="list-style-type: none">• Club and individual registration opens.• Club application form will request Board and staff names for 2025 season.• Coach education contact at clubs will receive the coach spreadsheet to update for the upcoming season.	<ul style="list-style-type: none">• Deadline for Board and staff to be registered and have completed PIA checks in order for the club to be considered In Good Standing to hold tryouts from November 15.	<ul style="list-style-type: none">• Coaches and team staff should register and complete the PIA Check by this date to ensure there is sufficient time for VBC to approve them in time to add to a roster when events are open for sale.

ADDITIONAL INFORMATION ABOUT REGISTRATION, SCREENING, AND INSURANCE

- When an individual purchases their VC/VBC membership for a membership role requiring Person-In Authority checks, they are placed in a “pending” state until their PIA requirements are verified as completed. At that point their membership status will change to “approved” and only then will they be able to engage in volleyball activities. This is a manual process undertaken by Volleyball BC and so we would greatly appreciate it if individuals could complete their registration and PIA steps as soon as possible to avoid a bottle neck of approvals in January 2025.
 - We understand that it may take time for clubs to appoint coaches and other team staff which means that not all individuals can complete the steps by December 1. Coaches are welcome to register and complete the PIA Check after December, however at busy periods of the season (such as January), there may be a delay in approval.
 - Persons In Authority are not covered by Volleyball BC insurance and may not participate in volleyball activities until they have completed the PIA check and their status has been changed to “approved”.
 - Persons In Authority screening requirements are mandatory. No exceptions will be made. (Note: Coaches who are “guest coaching” 1-2 sessions at a club do not need to complete a PIA check. However, if a coach is involved on a regular basis, they must be registered and complete the PIA check)
 - If there is a change in a club’s Board or staff during the season, it is the responsibility of the club to ensure that the new individual(s) are registered and have completed a PIA Check.
 - Volleyball BC will periodically conduct checks at events throughout the season. Any Persons In Authority participating in events without registration or a completed PIA Check will result in a fine levied on the Club and individuals will be advised that they cannot train or be on court with their team until they have completed the screening.
 - If a member has registered in a category that does not require PIA screening steps and then they upgrade their membership level into a category that requires PIA screening, they will be sent into the “pending approval” category.
 - At this point, an individual will need to ensure they complete all of their PIA screening requirements and VBC will be required to approve them so that they can be added to a roster and be active in the system.
 - For example:
A recreation participant registers with their club as a recreation level member then gets recruited to become an Assistant Coach. They upgrade their membership to a competitive Coach category. They are now required to ensure that they complete the PIA screening and will have to be “approved” by VBC.
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ADDITIONAL RECOMMENDED BEST PRACTICE

- Review [Volleyball BC's Screening Policy](#) for information about screening requirements for different roles.
Develop and adopt a Club Screening Policy that outlines requirements for your club.
Identify any other roles within the Club that require screening and training.
- Review Volleyball BC's *Safe Sport Checklist for Clubs* for other safety measures.

Please contact members@volleyballbc.org if you have any questions.

WEBINAR SERIES FOR CLUBS

Volleyball BC will be hosting a series of webinars to help clubs with general administration information and training on PIA and other areas of administration. The tentative webinar workshops are listed below. Dates will be confirmed by August 15, 2024.

Webinar Topic	Date	Target Audience
PIA Screening Process and Administration: Details on the PIA screening requirements, process and timelines for 2024-2025 season. This will include coach certification.	August, September, October (1 session each month)	Club Directors and Administrators - focused on individuals responsible for coach screening, volunteer screening and registration.